

# THUNDRIDGE PARISH COUNCIL

---

## MINUTES OF THE THUNDRIDGE PARISH COUNCIL MEETING TUESDAY, 15<sup>th</sup> OCTOBER 2019 AT 7.30PM IN THE NORMAN WODSON PAVILION, THUNDRIDGE

**PRESENT:** Cllr Steve Bosson (Chairman), Cllr Deryck Dipper,  
Cllr Brita-May Hawes, Cllr Kim Saban, Cllr Natasha Smyth,  
Cllr Joyce Spackman, Cllr Martin Spackman, Cllr Brian Taylor.

Public: None present

Clerk: Colin Marks, Clerk to the Parish Council

The Chairman welcomed everyone and opened the meeting at 7.30pm

**ACTION**

**19.108 Apologies for absence.** The following councillor apologies were received and accepted:

1. Councillors: None – all present
2. Others: PCSO Neil Major and PC Paul Chapman

**19.109 Declarations of Interest and requests for dispensations**

**1. Interests**

Cllr Brian Taylor declared a non pecuniary interest as a trustee of Standon Charities.

**2. Dispensation requests**

A written dispensation request was received from Cllr Brita-May Hawes.

**3. Consideration of dispensation requests**

Cllr Hawes' request was based on she is a resident in North Drive; planning applications associated with North Drive and the Glebe Field could constitute DPs. She is able to bring balanced opinion on planning based on a good understanding of resident opinion on that street. If all North Drive resident councillors were to withdraw during such discussions, the Parish Council could risk being inquorate.

It was proposed, seconded and unanimously **RESOLVED to grant Cllr Brita-May a dispensation to speak and vote on the above matters until the next election.** The Chairman signed the dispensation approval.

Clerk

**19.110 Minutes of the Parish Council Meeting held on 24<sup>th</sup> September 2019**

It was proposed, seconded and unanimously **RESOLVED that the Minutes for 24<sup>th</sup> September be approved as drafted.**

Clerk

The Chairman signed the Minutes.

*No members of the public were in attendance for public comments*

**19.111 Police Report**

The Clerk read the police report submitted by PCSO Neil Major:

*Crime report from 1<sup>st</sup> July 2019 until 14<sup>th</sup> October 2019*

*There are only 4 crimes to report that are in the public interest. I have not included domestic related offences:*

- 17/07/19 Attempted burglary in Dellfield. No entry gained and nothing stolen.
- 11/08/19 Fly tip in Cold Christmas Lane. Offender reported and East Herts Council are progressing the case.
- 22/08/19 Grey Marble garden table stolen from business premises in Cambridge Road.
- 29/08/19 Damage to car whilst parked on driveway, panel work keyed or scratched in Woodlands Road.

Please let me know when you are having your next meeting and we shall try to attend.

PCSO Neil Major, 14 October 2019

### 19.112 Thundridge Neighbourhood Plan

The Chairman reported that the Parish Council's formal submission of the Neighbourhood Plan under Regulation 15 had been sent to East Herts Council on 9<sup>th</sup> October and all documents had been uploaded onto the Parish Council's website.

George Pavey had responded and said that in most cases the process takes around a year to complete from this point. The next steps will be:

- Regulation 16 consultation;
- Examination (these can take between a month or up to 6 months dependant on examiner availability, workloads and the complexity of the plans);
- Modifications following the examiner's report (assuming successful) and then the Parish Council needs to write a report to approve for referendum;
- Then the referendum itself.
- The Council then adopts the Plan formally (although a successful referendum now renders a NP part of the statutory development plan).

SB

### 19.113 Planning

#### 1. New Applications:

**3/19/1945/FUL Rennesley Farm, Anchor Lane:** Erection of timber shed  
It was **RESOLVED to make no objections.**

Clerk

#### 2. Decision Notices

See Planning Appendix

Two late decisions were noted:

**3/19/1665/LBC** Youngsbury: replacement window sashes **GRANTED**

**3/19/1710/HH** 17 Millfield, Wadesmill **GRANTED**

#### 3. Other planning matters, including items received too late for the agenda

##### 1. Late planning applications

**3/19/2074/HH 4 Woodlands Road.** Demolish garage and conservatory. Erect ground floor rear extension, part ground floor front and side extension and create porch. Construct part first floor front extension and side extension.

It was **RESOLVED to object to this application on the following grounds:**

- It represents an over development of the site.
- It significantly changes the appearance of the property making it out of keeping with the existing street scene.
- It is in a Group 2 Village within the Green Belt and is breach of the District Plan Policy VILL2 V (g) by potentially being significantly detrimental to the amenity of neighbouring occupiers.

Clerk

##### 2. Ware North Development: Section 106 update

The Parish Council's S106 draft overview was sent to East Herts on 9<sup>th</sup> October for consideration in EHC's Section 106 assessment. The overview paper included the Parish Council's objectives, issues, and funding aspirations. The documents have been uploaded onto the PC website.

Clerk

Cllr Dipper pointed out that cycling is mentioned a lot in the master plan and therefore it might be advantageous for the Parish Council to emphasise cycling, along with running, in its own proposals. This was agreed.

DD

It was agreed that Cllr Hawes would contact JTP and Ptarmigan Land to see if public meetings with the draft plans can be organised in the parish. This would be helpful because the meetings in Ware were not well attended by parishioners due to lack of advertising in the villages. Meeting if possible to be in the new year.

BMH

**19.114 Finance**

**1. Accounts**

A bank reconciliation was not possible because the NatWest bank statements cannot be accessed due to the mandate changes having not yet been made. NatWest have only confirmed one signatory, Cllr Joyce Spackman, and require her to contact them to get the information for the new mandate. In the meantime, **it was RESOLVED that four other councillors\* would become signatories with the Clerk having view-only access.** The Clerk obtained signatures in preparation for this to happen.

JS

Clerk

\*Cllrs Steve Bosson, Brita-May Hawes, Martin Spackman, Deryck Dipper, additional to existing signatory Joyce Spackman.

In compliance with the NatWest Banking Mandate requirement it was **RESOLVED that the authorised signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories. And the current mandate will continue as amended.**

Clerk

*Clerk's note: It was subsequently revealed by NatWest that Cllr Brian Taylor is also a signatory; therefore, the number of NatWest signatories will be six.*

**Unity Bank**

The Clerk reported on the Unity Bank balance:

Closing balance 31 July 2019	43,899.98
Withdrawals since 31 July per September payments list 3,246.26	3,180.48
Deposits since 31 July	0.00
Transactions awaiting authorisation	0.00
Standing Orders and Direct Debits	0.00
Scheduled payments	0.00
Unity Service charge	18.00
Account Balance: Online statement as at 15 October	<u>40,701.50</u>

**2. Payments for approval**

		Gross	VAT incl
B Irons (Clerk)	Salary August	395.84	0.00
HMRC	PAYE Aug (month 5)	98.80	0.00
PKF Littlejohn	AGAR 2018/19	360.00	60.00
Virtual Business (Payplus)	Payroll Sept 6 of 12	33.38	5.56
E.ON (direct debit)	Electricity Sept	59.65	2.84
Geosphere Ltd	Online annual fee	78.00	13.00
Broadmead Leisure (inspection)	Play area Oct	60.00	10.00
		<b>1085.67</b>	<b>91.40</b>

It was **RESOLVED to approve the payments as listed**

Cllr Brita-May Hawes asked the Clerk to confirm with the payroll company that former Clerk Belinda Irons has been removed from the Council's payroll and that she has been sent her P45.

Clerk

**3. 2019/20 Budget vs performance:** Deferred until bank details can be accessed.

Clerk

**4. Spending Plan:** Deferred

Clerk

**5. Unity Bank:** Cllr Steve Bosson and Cllr Brita-May Hawes are current signatories and it was confirmed that the Clerk, Colin Marks, has now been added to the mandate. It was **RESOLVED that four other councillors should be added as signatories: Cllr Martin Spackman, Cllr Kim Saban, Cllr Deryck Dipper, Cllr Natasha Smyth.** Signatures were given to the Clerk to process this.

Clerk

**6. Ware Lions lease 2019/20 and 2020/20 onward**

It was noted that the 5-year 2015 lease of £1,850 pa allowed for an annual rent increase to be applied in line with the RPI. This has not happened and it was **RESOLVED to hold the fee at £1,850 for the final year of the current lease, 2019/20.** The Clerk to write to Ware Lions to confirm this.

Clerk

It was further **RESOLVED that the solicitor, Tees Law, be asked to quote for drawing up a new 5-year lease with a view to having a new draft lease ready by the end of the year.**

Clerk

It was agreed that the annual fee and the terms of the lease need to be reviewed and should amended as appropriate. It was also agreed that the Public Liability clause should be reviewed as it might currently be inadequate.

Clerk/ALL

The invoice for 2019/20 to be submitted to WLFC.

Clerk

**19.115 Allotments**

**1. Fencing**

The Clerk confirmed that he could not find Bullard's 2018 quote and nor were Bullards able to provide a copy. Cllr Martin Spackman said the specification is for 2 x 35m lengths of stock netting. The biggest problem is the cost of site clearance and removal of the existing old netting and posts. The Clerk said he would check his contacts to see if a contractor can be found.

MS/Clerk

**2. Applications for plots.** These have all been dealt with and three new plots have been allocated.

MS

**3. Hedge cutting:** Cllr Martin Spackman reported that this will be done in the next month or so.

MS

**19.116 Environment Working Group Action Plan updates**

Action	Timing
Flower planters – village entrance	
Bulb planting C183	
Re-paint High Cross telephone kiosk	

It was **RESOLVED to move this item to Matters for Future Agendas until actions can be organised.**

Clerk

It was noted that the large planter on the pavement by the Anchor has a large tree growing out of it that dangerously obstructs the vision of traffic exiting Anchor Lane. The Clerk to contact Highways to get the planter and tree removed.

Clerk

**19.117 Norman Wodson Pavilion**

**1. Future development:** Linked to Ware North and the S106 agreements discussed under 19.113.3.2).

Current usage is tied to Busy Lizzies Preschool. The Clerk confirmed that the monthly rent is being paid on time at the start of each month.

**2. Water leak:** A new water leak has occurred. The Clerk said Sean Macdonald would attend to it if he could be given access. Cllr Martin Spackman was given keys and will arrange.

MS/Clerk

**3. Highfield Nursery:** outstanding debt of £4,165.

Mrs Ali had written and offered to pay £100 a month into the Council's bank account until her circumstances improve.

The following action was **RESOLVED:**

- **To accept Mrs Ali's offer. Mrs Ali to repay forthwith a minimum of £100 by the last day of every month by credit transfer into the Council's bank account, until the debt of £4,165 is fully repaid.**
- **No interest will be charged on the outstanding amount unless Mrs Ali**

*defaults.*

- ***Should Mrs Ali default, the Parish Council will recover the outstanding balance, plus all accrued interest, through a small claims court.***

The Clerk to write to Mrs Ali setting out the terms of this agreement.

Clerk

#### 19.118 Recreation Areas

##### 1. Play area replacement swing.

Cllr Joyce Spackman reported on her findings. Following a discussion, it was **RESOLVED to buy a 1-bay 2-cradle swing. No matting or safety surface to be purchased. A budget of £2,600 net was set with a tolerance of 10% either way.** The Clerk to contact Broadmead Leisure for a quote on the revised spec, updating the April 2019 quote. Cllr Joyce Spackman to seek two other quotes. The swing to be installed ASAP.

Clerk  
JS

##### 2. The Pit: signage. Signs are now in place.

##### 3. Sports Association: Annual car parking fee

At a meeting on 13th October 2019 between Thundridge Parish Councillors Martin Spackman and Deryck Dipper and Thundridge Sportsfield Management Committee representatives David Beatty and Collin Hall, it was agreed that:

Thundridge Parish Council (TPC) would forego the annual rent fee if Thundridge Sportsfield Management Committee (TSMC) undertook to ensure the site was cleared of all litter after weekend matches. TSMC agreed to discuss this with the clubs and ensure the litter clearance was undertaken each week. TPC stated it would raise an annual invoice for the fee of £60 and show a credit for the regular litter clearance of £60.

This arrangement to run annually from 1st January 2019.

It was **RESOLVED that a £60 invoice and £60 credit for 2019 to be simultaneously raised by the Clerk, as per the above agreed arrangement.**

Clerk

The water usage and meter arrangement with the Sports Association was raised. It was agreed that the Parish Council would pay annually for services as invoiced by the Sports Association.

Clerk

It was **RESOLVED that Cllr Martin Spackman would ask Sean Macdonald to check and confirm that the water troughs system is safe from the danger of transmitting disease.**

MS

##### 4. Sports Association: Adverting notice board request: update.

A letter has been sent to the Sports Association (8<sup>th</sup> October) stating the Parish Council's understanding is that the cricket club would like to place sponsorship advertisements adjacent to the cricket boundary on the field for the duration of the cricket season. It is further understood that the advertisements will remain in place only during the cricket season (approximately May to August inclusive). Given this understanding, Thundridge Parish Council does not anticipate raising any objections. However, the Parish Council noted that it is not the planning authority - that being East Herts District Council, and the PC cannot speak on their behalf. An informal discussion with EHDC should enable the Association to get an indication of the planning position.

##### 5. Grounds Maintenance: Ware Lions requirements.

(i) Cllr Martin Spackman reported that he is able to deal with the tree trimming requirement.

Clerk

(ii) It was agreed to ask WLFC what the position is with regard to any additional grass cuts that are required over and above the 16 cuts minimum as set out in the Lease, clause 6. The Clerk to enquire.

#### 19.119 Highways, Footways and Public Rights of Way

1. It was **RESOLVED that Cllr Martin Spackman and Cllr Deryck Dipper be the Parish Paths Partnership (P3) portfolio holders and look at FP issues as they arise.**

MS/DD

2. Speed monitoring and speed reduction schemes: It was noted that Graham Lock has begun to monitor speeding through the village, but it is too early to generate any data. MS

3. 30mph speed restriction for Cold Christmas Lane and High Cross. Speed & Volume Study considerations in hand between Cllr Steve Bosson and County Cllr David Andrews. SB

4. It was reported that the recent flooding incident of a property in Wadesmill is being investigated by Herts Highways since blocked gullies along the road are a major contributing factor and are of great concern. It was noted that gully-clearing or jetting equipment was being employed in Wadesmill on the very evening of this meeting.

#### 19.120 Other Parish Matters

##### 1. Litter and dog bins: update.

The District Council, on 9<sup>th</sup> October, set out the following position in an email from Jeanette Lowden:

There is an annual emptying cost of £76.63 per bin, which, with the inclusion on the additional bin outside of the pavilion gates, would be a total cost of £536.41 for 7 bins.

The parish currently receives a grant in the region of £1150 pa (actually £1,148.50 received September 2019) for the emptying of the litter bins and the removal of litter from the public highway. This is not currently carried out by the Parish Council. This grant is to be withdrawn and an invoice raised by EHC to recover the grant paid for this current year.

If the Parish Council agrees, once the grant is redacted and the current year's grant repaid to EHDC, the District Council will add the additional bins as listed above to its scheduling for this and forthcoming years and include in the appendix going forward. East Herts will take on board these costs and so there will be no further costs to be incurred by the Parish Council.

It was **RESOLVED to accept this proposal.**

##### 2. Tree surveys (insurance risk assessment): update

Cllr Martin Spackman had obtained a quote of approximately £600 for a full survey, subject to actual sight of the locations. It was **RESOLVED to proceed with the survey, which Cllr M Spackman is to arrange.**

##### 3. Thundridge Old Church: report

The Clerk said he had spoken to Police Sgt Duncan Wallace and had been assured that the police are aware of potential activity there over Halloween and that they have made for provision to keep an eye on the church that evening.

##### 4. Clarkson Memorial new notice: update

Fitting the new sign is in hand. SB

##### 5. Westmill Liaison Meeting: No report was received.

##### 6. Canterbury Park: ransom strip: update.

No further news has been received from the solicitor. SB

##### 7. Additional AED and relocation of the one from High Cross school: update

The Chairman asked Cllr Brian Taylor to thank Standon Charities for its willingness to consider part funding the AED, but said the offer was not now necessary because Oakleys in High Cross have generously offered to sponsor the new AED. BT

##### 8. Bircherley Green bus depot re-development: update

Cllr Brian Taylor reported that plans continue to be revealed; the latest news is that Premier Inns will build on the site but their proposals do not include the reinstatement of the bus shelter. Cllr Taylor is continuing to liaise with Cllr David Andrews to get satisfactory outcome, but there are no guarantees. BT

#### 19.121 County and District Councillor Reports

No reports provided. Cllr David Andrews has said he does not produce general reports, but will report on specific matters of parish interest on an ad hoc basis.

**19.122 General Power of Competence (GPC)**  
The Clerk explained the basis for considering awarding the GPC and that the Parish Council qualifies for it. There are advantages that could be useful as the Council develops its programme over the next term. It was **RESOLVED that the Parish Council be awarded the GPC.** Clerk

**19.123 Ware Charities**  
A vacancy has occurred on Ware Charities due to the untimely and sad death of the Parish appointed trustee. Under the terms of the trust deed, the Parish Council may nominate one person to the Board of Trustees. The Chairman will speak with potential suitable candidates, hopefully getting one to agree to being nominated by the Council. SB

**19.124 Urgent matters not included on the agenda**

- It was noted that Chaldean Estates is liaising with Herts Highways through Cllr David Andrews.
- It was further noted that the signpost near Barwick has been knocked over and needs to be reinstated. The Clerk said he would report it to Highways if he could be given the precise location. Clerk
- Cllr Martin Spackman asked that Bullards be again engaged to clear leaves at the Pyghtle and from the footbridge over the river opposite the Anchor. Clerk

**19.125 Matters for future agendas**  
Cllr Martin Spackman asked that street lights be added to the November agenda. Clerk/MS

**19.126 Date of next Council meetings:** All at 7.30pm in the Norman Wodson Pavilion  
Full Council: Tuesday 19<sup>th</sup> November  
Budget and Precept Meeting: Tuesday 3<sup>rd</sup> December  
Neighbourhood Planning Committee: TBA

The Chairman thanked everyone for attending and closed the meeting at 10.05pm

Signed.....Dated.....

**APPENDIX 1: PLANNING DECISIONS AND AWAITED NOTICES**

***For information only***

<b>3/19/0841/LBC</b>	52 Ermine Street, Thundridge	<b>REFUSED</b>
<b>3/19/0029/HH</b>	Shanti, Poles Lane: Appealed	<b>APPEAL DISMISSED</b>
<b>3/19/1813/FUL</b>	Land at the Old School, Thundridge:	<b>Awaited</b>
<b>3/19/1780/HH</b>	50 Arthur Martin-Leake Way	<b>Awaited</b>
<b>3/19/1829/LBC</b>	Youngsbury: extensive listed building works	<b>Awaited</b>
<b>3/19/1758/HH</b>	Wooding Cottage, 15 Ermine Street	<b>Awaited</b>
<b>3/19/1759/LBC</b>	..... ditto .....	<b>Awaited</b>
<b>3/19/1665/LBC</b>	Youngsbury, Wadesmill	<b>GRANTED</b>
<b>3/19/1710/HH</b>	17 Millfield, Wadesmill	<b>GRANTED</b>
<b>3/19/0622/HH</b>	32 Ermine Street, Thundridge: Appealed	<b>Appeal Awaited</b>

**Correspondence received: *for information only***

Parishioners: Applications for allotments (19.116.2)

Ware Lions: Tree branches growing over football pitches (19.118.4)

Parishioner: Property flooded in Wadesmill (19.119.4)

Sports Association: permission to erect an advertising notice board (19.118.5)

Ware Charities: Invitation to nominate a new trustee (19.123)